

**Pre-Collegiate Assistant
Temporary/Part Time**

**Colorado GEAR UP
Gaining Early Awareness and Readiness for Undergraduate Programs**

Colorado GEAR UP

Colorado GEAR UP is a 7-year federal grant that is funded by the U.S. Department of Education and is managed by the Department of Higher Education on behalf of the Governor's Office. Colorado GEAR UP is a pre-collegiate service program that helps prepare low-income and first generation students to meet the high expectations for high school graduation and college admission. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the GEAR UP scholarship. For more information about the program, please visit www.coloradogearup.org.

Locations

John F. Kennedy High School and Bruce Randolph High School in Denver, Colorado

Position

The GEAR UP Pre-Collegiate Assistant will be responsible assisting the Pre-Collegiate Advisor with coordinating, developing, and implementing student services under the guidelines, policies, and mission of Colorado GEAR UP. The GEAR UP Pre-Collegiate Assistant will serve as a mentor and resource for cohorts of students in individual and group settings.

Responsibilities

- Assist with case managing including one-on-one and small group advising sessions with students. Monitor and track attendance and academic progress.
- Facilitate college readiness, study skills, and career exploration workshops and assist students with college portfolio tasks that include guiding students through the college admission process including financial aid.

Minimum Qualifications:

- Bachelor's Degree required; degree in education or related field preferred
- Experience working in a high school
- Self starter & self directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail oriented
- Excellent verbal and written communication skills
- Results oriented
- Passionate about the success of students
- Ability to motivate others
- Ability to work with a diverse population
- Must be able to work in a fast paced environment and meet deadlines regularly and on time.
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

Preferred Qualifications:

- Bilingual, Spanish preferred
- Knowledge of financial aid and college admission

Reporting

Pre-Collegiate Assistant reports directly to the Director of College Pathways and Communication

Work Schedule

This is a part time, temporary position for 6 weeks. The start date is January 11th with an end date of February 26th. The work schedule is 5 days per week, 7 hours per day. Non paid holidays/days off are MLK & President's Day.

Compensation & Benefits

\$17 per hour. No benefits offered.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Employment is contingent upon successful completion of a criminal background check.

To Apply:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Letter of Application and Resume or Vitae. Submit your completed application materials to: clangan@college-assist.org